

# Instructor Help

## Quick Start Guide

Defense Acquisition University  
Service Pack 13



*MyClass*





# Instructor Quick Guide to Blackboard 9.1

---

## Table of Contents

How to Access Blackboard .....	3
Access Blackboard via Atlas Desktop: .....	3
Access Blackboard Directly .....	4
Account Access Issue Help During a Course .....	4
How to Open a Blackboard Course .....	4
Course Administration .....	5
Walk in Procedures (3 hour completion goal): .....	5
Graduate Students: .....	5
Navigate Blackboard .....	6
Announcements .....	7
Make a Course Content Area Available or Unavailable .....	8
Make an Exam Available .....	9
View a Students Exam Attempt .....	11
Attach a Document to a Course .....	13
View a Student Assignment Submission .....	14
Add Users to Groups .....	15
Discussion Board .....	16



## How to Access Blackboard

You may access Blackboard from your Atlas desktop OR by navigating to Blackboard directly:

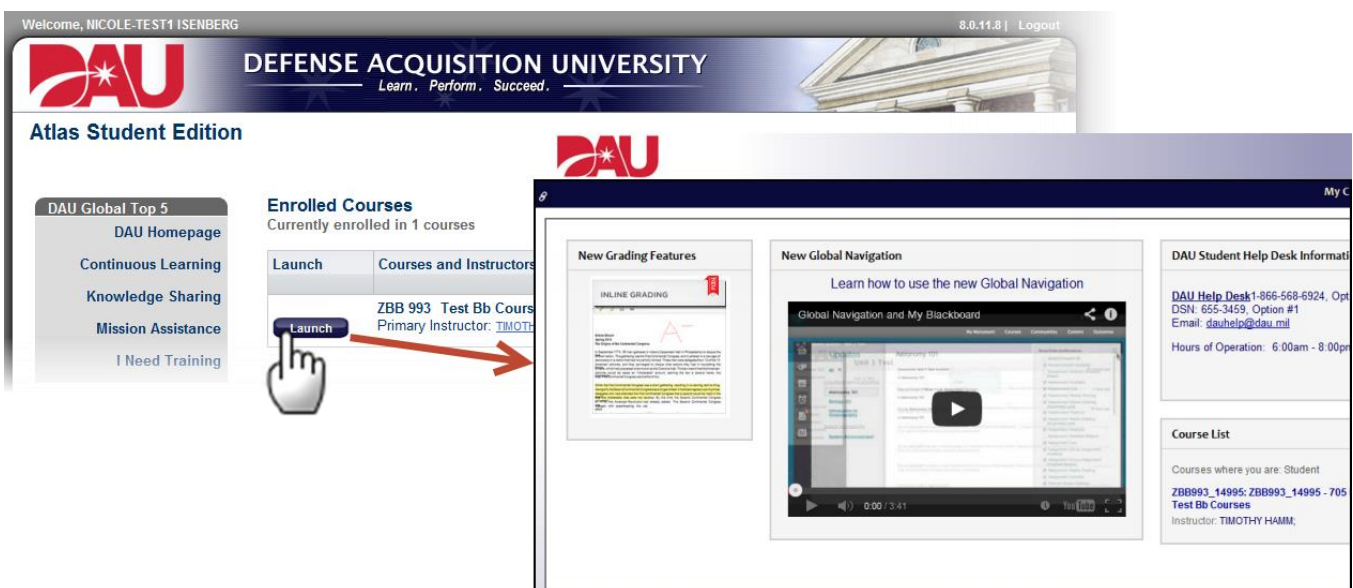
**Access Blackboard via Atlas Desktop:** Login to the DAU Virtual Campus to see course dates and launch a Blackboard course you have access to (students will only have access to Blackboard only during the pre-course – post-course dates but all other users will always have access ).

Virtual Campus Login: <https://learn.dau.mil>



Locate your course to view enrollments and specific access dates. If you are within your active course dates, you will have a “Launch” button.

Click “Launch” to open the Blackboard course.





## Access Blackboard Directly

Navigate directly to Blackboard ( <https://myclass.dau.mil> ) and login with your Identity SSO Username/Password or CAC

## Account Access Issue Help During a Course

1. Students should first try to reset their own password first via Identity: <https://identity.dau.mil>

All users can now reset their own passwords if they have set up their identity account (resetting a password will also allow the user to unlock their own account if it is locked).

2. Send one consolidated email to BBAssist for users who need a help desk technician to reset a password for them.

Some users may have not already set up their SSO account or may have forgotten their SSO security question answers, so they may need additional support. Please use email to submit a ticket to [BBAssist@dau.mil](mailto:BBAssist@dau.mil); no Lync messages or phone calls please. These will be prioritized first come first serve.

## How to Open a Blackboard Course

Once you have launched Blackboard, you will see a “Course List” module on the right side of the homepage.

Locate your course from the Course List module and click on the name to open it.

NICOLE-TEST1 ISENBURG
▼

My Class Space
Courses
Public Use

### New Global Navigation

Learn how to use the new Global Navigation

Global Navigation and My Blackboard

### DAU Student Help Desk Information

**DAU Help Desk** 1-866-568-6924, Option #1  
 DSN: 655-3459, Option #1  
 Email: [dauhlp@dau.mil](mailto:dauhlp@dau.mil)

Hours of Operation: 6:00am - 8:00pm Monday through Friday (EST)

[Server](#)

### Course List

Courses where you are: Student

**ZBB993\_14995: ZBB993\_14995 - 705 ICAF, Washington, DC; 2014-02-17 - Test Bb Courses**

Instructor: TIMOTHY

Learn more about

Blackboard  
learn+

release  
9.1

## Course Administration

### Walk in Procedures (3 hour completion goal):

1. Instructor sends an **e-mail** with names of any walk-ins (Blackboard courses) to their **Regional Student Services Representative(s)** (see below/attached listing) and CC [bbassist@dau.mil](mailto:bbassist@dau.mil).  
**Email(s) should be marked as "important" and the subject line should read as follows:**

#### **WALK-INS NEED IMMEDIATE ACCESS TO BLACKBOARD**

2. Regional Student Services Representative will process walk-ins in STARS upon receipt of e-mail from instructor.

**It is important that walk-ins for Blackboard courses are processed in a timely manner as these students need access to their course materials via Blackboard.**

3. Once walk-ins are processed in STARS, Regional Student Services Representative should "reply all" via e-mail (#1 above) noting completion of walk-in process.
4. BBASSIST Team will validate that the student information has flowed properly from STARS to Blackboard.
5. BBASSIST Team will e-mail the instructor to confirm that the student(s) have access or communicate when access will be available to Blackboard (there may be some delay if a DAU student account has to be created).

**Expectation/Goal is that the turn-around time from Step 1 through Step 5 (completion) is three hours max.**

Regional Student Services Representatives			
Region	Primary	Back-up	CC
CNE/DSMC/LCIC	<a href="mailto:scheduling@dau.mil">scheduling@dau.mil</a>	N/A	<a href="mailto:bbassist@dau.mil">bbassist@dau.mil</a>
MAT	Adrianne Schmidt	Kathy Smith	<a href="mailto:bbassist@dau.mil">bbassist@dau.mil</a>
MWT	Leslie Guinto	Matthew Snedeker	<a href="mailto:bbassist@dau.mil">bbassist@dau.mil</a>
STH	James Moudy	Sue Zarger	<a href="mailto:bbassist@dau.mil">bbassist@dau.mil</a>
WST	Mike Gonzales	Sandy Loiseau-Pyle or Candance Dunn	<a href="mailto:bbassist@dau.mil">bbassist@dau.mil</a>

### Graduate Students:

Blackboard courses are graduated in the same manner as classroom courses. Send an email to [shceduiling@dau.mil](mailto:shceduiling@dau.mil) with a list of all students that passed and any that failed (with the correct attrition code).

Learn more about

Blackboard<sup>®</sup>  
learn<sup>+</sup> **release 9.1**

## Navigate Blackboard

- 1 **Content Menu:** To navigate Blackboard, use the course menu on the left of your course site.
- 2 **Edit Mode Toggle:** The “Edit Mode” toggle allows a user to change the way they are viewing the content on the screen. Switching the Edit Mode to ON will allow the instructor to add, remove, and edit content and tools in the course. Switching the edit mode to OFF displays the course as students would see it. Students will NOT see the Edit Mode button.
- 3 **The New Control Panel:** The entire Control Panel is now visible on the left menu for instructors. Students will NOT see the Control Panel.

The screenshot shows the Blackboard 9.1 course site interface. At the top, the DAU logo is on the left, and the user's name 'Nicole Isenberg' and navigation links 'My Places', 'Home', 'Help', and 'Logout' are on the right. Below this is a course navigation bar with 'My Class', 'Content Collection', 'Learning Asset References', and 'Public Use'. The main content area is titled '9.1\_Test Announcements'. On the left side, there is a 'Content Menu' (labeled 1) with links to '9.1\_Test', 'Announcements', 'Pre-Course Work', 'Course Documents', 'Assignments', 'Communication', and 'Tools'. Below this is a 'COURSE MANAGEMENT' section (labeled 3) with links to 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. In the top right corner of the main content area, there is an 'Edit Mode' toggle (labeled 2) set to 'ON'. The main content area displays a list of announcements, starting with 'Welcome' by Nicole Isenberg, posted on Friday, November 25, 2011. The announcement text includes a welcome message and information about a pre-class assignment.



Learn more about

Blackboard<sup>®</sup>  
learn<sup>+</sup>

release  
9.1

## Announcements

First make sure **Edit Mode is ON** (see Navigating Blackboard).

① **Add:** Add a new announcement (New announcement will appear on top of previous announcements).

② **Edit or Delete:** Expanding the chevron and click on Edit or Delete.

The screenshot shows the Blackboard Announcements interface. On the left is a navigation menu with options like '9.1\_Test', 'Announcements', 'Pre-Course Work', 'Course Documents', 'Assignments', 'Communication', and 'Tools'. Below this is a 'COURSE MANAGEMENT' section with 'Control Panel', 'Content Collection', 'Course Tools', and 'Evaluation'. The main area is titled 'Announcements' and includes a 'Create Announcement' button (marked with a red circle 1). Below this is a list of announcements. The first announcement is titled 'Welcome' and has a dropdown menu (marked with a red circle 2) showing 'Edit' and 'Delete' options. The announcement text reads: 'We look forward to seeing you in class. There is a PR... completed before coming to class. You can find the assignment and instructions for completing the Pre-Course Work area. You must submit your pre-class assignment in the Pre-Course Work area at least 5 days before the start date of your class. Also, please bring a hard copy of your completed assignment with you to class. Again, we're glad to have you in class!'. The right side of the announcement shows it was 'Posted by: Nicole Isenberg' and 'Posted to: 9.1\_Test'.



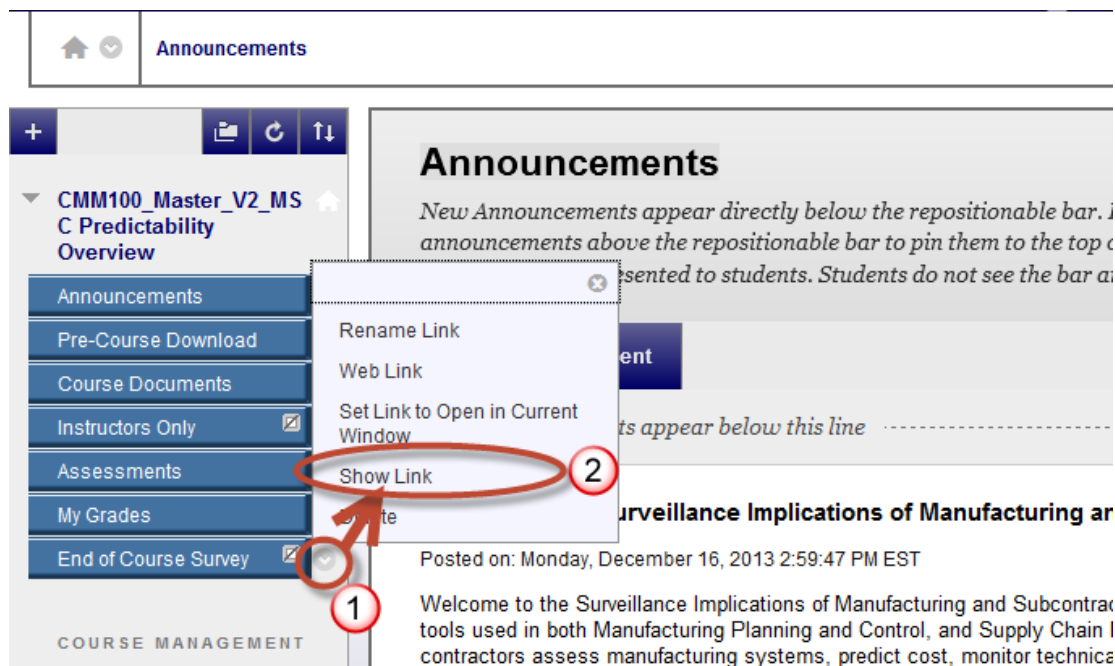
## Make a Course Content Area Available or Unavailable

Depending on the course, some instructors will use this to make each day of content available or even the **MTM Link** on the last day of class.

First make sure **Edit Mode is ON** (see Navigating Blackboard).

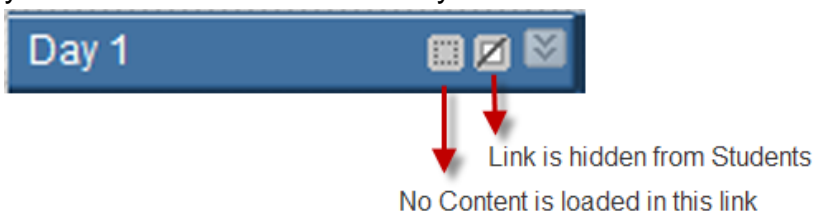
- 1 Expand the Chevron to the right of the content button to display the choices.
- 2 Select **SHOW LINK** to make it available or **HIDE LINK** to make it unavailable to the students.

Switch to **Edit Mode is OFF** to view from a student perspective.



## Take a closer look

If the content link is hidden, you will see an icon to symbolize that. If there is no content in that link, you will also see an icon to let you know.





Learn more about

Blackboard<sup>®</sup>  
learn<sup>+</sup> **release 9.1**

## Make an Exam Available

First make sure **Edit Mode is ON** (see Navigating Blackboard).

- 1 Navigate to the content area where the exam is deployed (for this example, it is Course Documents).
- 2 Expand the Chevron to display choices.
- 3 Click on **Edit the Test Options**

The screenshot displays the Blackboard interface for a course named 'CON170E\_Master'. The 'Course Documents' section is active in the left-hand navigation pane. The main content area shows a list of documents under the 'Course Documents' heading. Two documents are listed: 'CON170E Test Version A Part A' and 'CON170E Version A Part B'. Both documents have a status of 'Availability: Item is not available.' The document 'CON170E Test Version A Part A' is selected, and its dropdown menu is open, showing various options. The option 'Edit the Test Options' is highlighted. The interface includes a top navigation bar with 'CON170E\_Master' and 'Course Documents', and a left-hand navigation pane with 'Course Documents' selected. The main content area has a 'Course Documents' heading and three buttons: 'Build Content', 'Create Assessment', and 'Add Interactive Tool'. The document list shows two items, each with a chevron icon and a status message. The dropdown menu for the first item is open, showing options like 'Edit the Test', 'Edit the Test Options', 'Adaptive Release', 'Adaptive Release: Advanced', 'Set Review Status(Disabled)', 'Metadata', 'Statistics Tracking (On/Off)', 'User Progress', 'Move', and 'Delete'.

CON170E\_Master Course Documents

Course Documents

Build Content Create Assessment Add Interactive Tool

1 CON170E Test Version A Part A 2

Availability: Item is not available.

CON170E Version A Part B 3

Availability: Item is not available.

Edit the Test

Edit the Test Options

Adaptive Release

Adaptive Release: Advanced

Set Review Status(Disabled)

Metadata

Statistics Tracking (On/Off)

User Progress

Move

Delete



4 Edit the test options (availability and feedback) as appropriate for your course then click **Submit**:

The test options should be set up for you by default, so the only adjustments you should need to make will be the availability of the exam and the feedback availability:

- **Section 2 (Test Availability):** select the **Yes** radio button
- **Section 6 (Test Feedback):** Please check with the Course Manager if you are unsure what feedback should be selected for each particular course you teach. Different courses will not always have the same feedback requirements.

**\*\*By leaving feedback available after the exam is unavailable, students will be able to access exam questions and answers in their grade book after class (unless the one time view is used)\*\***

## 2. Test Availability

Make the Link Available ☒ Yes ☐ No

### 6. Show Test Results and Feedback to Students

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected.

When <small>(i)</small>	Score <small>(i)</small>	Answers <small>(i)</small>	Feedback <small>(i)</small>	Show Incorrect Questions <small>(i)</small>
One-time View <small>▼</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
-----Choose----- <small>▼</small>	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

Learn more about

Blackboard<sup>®</sup>  
learn<sup>+</sup> 9.1  
release

## View a Students Exam Attempt

- 1 Navigate to the Control Panel and click Grade Center then Full Grade Center
- 2 Locate the exam column and click on the chevron to expand the options
- 3 Click on **View All Attempts**

**COURSE MANAGEMENT**

- Control Panel
  - Content Collection
  - Course Tools
  - Evaluation
    - Grade Center (1)
    - Needs Grading
    - Full Grade Center (2)
  - Users and Groups
  - Customization
  - Packages and Utilities

Grade Information Bar

Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Last Access	Weighted Total	Total	CON170E Te	CON170E Ve	Points	Final Grade
BARNES	BRETT	February 15, 2012	--	69.92	36.75	33.16666		
Butler	Renee		--	--	--	--		
LUBRANT	BARRY	February 16, 2012	--	65.67	30.66667	35.00		
RALEY	COLLIER	February 15, 2012	--	93.33	48.33333	45.00		
SAPELAK	KRISTIN	February 15, 2012	--	92.17	48.66666	43.50		
SMITH	HILLARY	February 15, 2012	--	77.00	40.00	37.00		

Selected Rows: 0

Dropdown menu for 'CON170E' column:

- Quick Column Information
- Grade Attempts
- Grade Anonymously
- Attempts Statistics
- Download Results
- View All Attempts (4)
- Grade Questions
- Edit Column Information

- 4 Click the chevron corresponding to the student and click **View Attempt**.

Grade Attempts					
Grade Attempts   Grade Anonymously   Grade By Question					
Last Name	First Name	Username	Grade	Attempt Number	Date
BARNES	BRETT	bbarnes091000083	33.167	1	February 15, 2012 1:21:03 PM
LUBRANT	BARRY	blubrant101000217	35		February 15, 2012 1:29:07 PM
RALEY	COLLIER	craley101000173	45		February 15, 2012 1:11:39 PM
SAPELAK	KRISTIN	ksapelak091000244	43.5		February 15, 2012 1:30:33 PM
SMITH	HILLARY	hsmith111000228	37	1	February 15, 2012 1:24:06 PM

View Attempt  
Clear Attempt



Now you will see:

Actual exam that the student received (the questions in the same order the student receive them).

Answers the student selected (This will show up under “Given Answer” with a green check if it was a correct answer or a red X if it was an incorrect answer).

Correct answer (the correct answer will be under the given answer).

User: **BRETT BARNES (Attempt 1 of 1)** ✓

View: [View All Attempts](#)

▼ [Test Information](#)

**Question 1: Multiple Choice**

Which of the following is true?



Given Answer: ✓ b. Price analysis should be used even when cost or pricing data is required; it is used to verify overall price is fair and reasonable.

Correct Answer: ✓ b. Price analysis should be used even when cost or pricing data is required; it is used to verify overall price is fair and reasonable.

**Question 2: Multiple Choice**

What is the current threshold for obtaining DCAA audit assistance?



Given Answer: ✗ a. \$1,000,000 for Fixed Price Proposals; \$700,000 for Cost Reimbursement Proposals

Correct Answer: ✓ c. \$10M for Fixed Price Proposals; \$100M for Cost Reimbursement Proposals

**Question 3: Matching**

Match the following terms to their correct definition:

Question

Correct Match

Given Match

**Need to adjust a student's exam grade?** Just click in the grade center block and type in the new grade.

***You can also view a student's attempt in the Grade Center just like you would view an assignment.***

Learn more about

Blackboard<sup>®</sup>  
learn<sup>+</sup> release  
9.1

## Attach a Document to a Course

First make sure **Edit Mode is ON**.

Navigate to the content area you want to add the content.

- 1 Click the chevron next to Build Content or any of the other options you want to use.
- 2 Click on what type of content you would like to add to the course (example: File).
- 3 Follow the instructions to upload the file to the course (example: browse for the file I want to add on my desktop and click submit to add it to the course).

The screenshot shows the Blackboard Learn 9.1 interface. The top navigation bar includes the course name '9.1\_Test' and the section 'Pre-Course Work'. The 'Edit Mode' is set to 'ON'. The left sidebar shows the course structure with 'Pre-Course Work' selected. The main content area displays the 'Pre-Course Work' folder. The 'Build Content' menu is open, and the 'File' option is selected. The 'Create File' dialog box is displayed, showing the 'Select File' step where a file can be browsed from the computer or content collection. The 'Standard Options' section is also visible, allowing users to set permissions and display restrictions.

9.1\_Test Pre-Course Work Edit Mode is: ON

Pre-Course Work

1

Build Content Create Assessment Add Interactive Tool Assign Textbook

Create New Page

2

Item Content Folder

File Blank Page

Audio

Image

Video

URL

Learning Module

Lesson Plan

Syllabus

Course Link

COURSE MANAGEMENT

Create File

Use the File content type to add a file that can be selected and viewed as a page within the Course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a Course from a local drive and viewed in order. [More Info](#)

★ Indicates a required field.

1. Select File

Select a local file by clicking Browse My Computer or one from within Course Files by clicking Browse Content Collection. Enter a Name for the file and choose a Color for the text to appear in the list content. Click No to display the file within the Course environment or Yes to display it as a separate piece of content with no Course page heading.

★ Find File

Browse My Computer Browse Content Collection

★ Name

Color of Name

Open in New Window

2. Standard Options

Permit Users to View this Content

Track Number of Views

Select Date and Time Restrictions

Display After

Display Until

Learn more about

Blackboard<sup>®</sup>  
learn<sup>+</sup> **release 9.1**

## View a Student Assignment Submission

Locate the New Control Panel (see Navigating Blackboard).

Click on the chevron next to Grade Center to expand your options.

You will have a *Needs Grading smart view*. This will show you **ONLY** the assignments that have been submitted and need to be graded still. You can also view the full grade center and open student assignments just like you did in Bb 8.0.

- 1 Click Needs Grading – You will see only items that need to be graded.
- 2 Click the User Attempt.
- 3 Open the file, assign points, and submit feedback or attach a file to the user.

**Needs Grading**

Instructors can view attempts ready for grading or review on the Needs Grading page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

**Grade All** Filter

Category: All Categories Item: All Items User: All Users Date Submitted: Any Date Enter dates as mm/dd/yyyy

**Go**

1 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Market Research PreClass Assignment	<a href="#">Student One</a>	November 26, 2011 2:07:47 PM	

Displaying 1 to 1 of 1 items Show All Edit Paging...

User: **Student One (Attempt 1 of 1)** Save as Draft Exit Submit < 1 of 1

View: **Needs Grading**

**Assignment Information**

**1. Submission History**

Attempt #1 ( You are reviewing this attempt )

**2. Review Current Attempt**

Submission

Attached Files [Program Office Assessment.docx](#) 3

Comments

**3. Grade Current Attempt**

★ Grade  out of 25

Feedback to User Text Editor is: ON



Learn more about

Blackboard<sup>®</sup>  
learn<sup>+</sup> release  
9.1

## Add Users to Groups

Locate the New Control Panel (see Navigating Blackboard).

- 1 Open the Group area either by selecting *Users and Groups* in the Control Panel or by selecting a group content area.
- 2 Select the chevron for the group to display the options.
- 3 Click Edit to open the group properties and add users.
- 4 In section 4, choose the students for the group by moving them into the selected items block. Click Submit.

The screenshot displays the Blackboard Groups management interface. On the left, the 'Groups' link in the 'Tools' section of the Control Panel is highlighted with a red box and labeled with a circled '1'. The main area shows a table of groups. 'Group 1' is selected, and its dropdown menu is open, with the 'Edit' option highlighted by a red box and labeled with a circled '3'. A red arrow points from the 'Edit' option to a modal window titled 'Membership'. In this window, 'Student 1' is selected from the 'Items to Select' list and moved to the 'Selected Items' list, a step labeled with a circled '4'. The modal also shows 'Module Personalization Setting' and a 'Submit' button at the bottom.

Name	GroupSet	Self-Enroll	Available
<input checked="" type="checkbox"/> Group 1		No	Yes
<input type="checkbox"/> Group 2		No	Yes
<input type="checkbox"/> Group 3		No	Yes
<input type="checkbox"/> Group 4		No	Yes
<input type="checkbox"/> Group 5		No	Yes
<input type="checkbox"/> Group 6		No	Yes

Membership

Items to Select: ☐ Student 1, ☐ Student 2, ☐ Student 3

Selected Items: ☐ One Student

Submit

Learn more about

Blackboard<sup>®</sup>  
learn<sup>+</sup>

release  
9.1

## Discussion Board

Locate the New Control Panel (see Navigating Blackboard).

- 1 Open the Discussion Board area either by selecting *Course Tools* in the Control Panel or by selecting a Discussion Board content area.
- 2 Create a New Forum.
- 3 Select the chevron next to current forums to access options.

The screenshot displays the Blackboard Discussion Board interface. On the left, the 'COURSE MANAGEMENT' sidebar includes a 'Control Panel' section where 'Course Tools' is highlighted with a red box and a circled '1'. The main area is titled 'Discussion Board' and contains a 'Create Forum' button with a circled '2'. Below this is a table of forums. The first forum, 'Student Bios', is selected, and its context menu is open, showing options like 'Open', 'Edit', 'Manage', 'Copy', and 'Delete'. A circled '3' points to the chevron icon next to the forum name. The table has columns for 'Forum', 'Description', 'Total Posts', 'Unread Posts', and 'Total Participants'. The 'Student Bios' forum has 0 posts, 0 unread posts, and 0 participants. At the bottom right, it says 'Displaying 1 to 1 of 1 items' with 'Show All' and 'Edit Paging...' links.

Forum	Description	Total Posts	Unread Posts	Total Participants
<input checked="" type="checkbox"/> Student Bios	Upload your professional biography. The title your Last Name, First Name. Attach your biography.	0	0	0